



CITY OF LODI COUNCIL COMMUNICATION

AGENDA TITLE: Adopt Resolution Authorizing the City Manager to Enter into Agreement with the State of California Department of General Services for the Issuance of a CAL-Card to the Buyer and Purchasing Technician

MEETING DATE: August 20, 2008

PREPARED BY: Budget Manager

RECOMMENDED ACTION: That the City Council adopt a resolution authorizing the City Manager to enter into agreement with the State of California Department of General Services for the issuance of a CAL-Card to the Buyer and Purchasing Technician.

BACKGROUND INFORMATION: The City's purchasing policies and procedures adopted by the City Council by Resolution 2005-261, allows for the purchase of materials, supplies, small tools and equipment costing \$500 or less through the use of a CAL-Card procurement card. The CAL-Card is a VISA purchase card that can be used anywhere VISA credit cards are accepted.

The CAL-Card program has many benefits, including:

- Ability to set spending limits per purchase/per month and to specify types of purchases allowed by each individual card holder;
- All State of California CAL-Cards are barred from making purchases from a standard list of prohibited merchant category codes which can be expanded by the City;
- Reduces the need to use petty cash or blanket purchase orders for small purchases;
- Consolidates invoices from many vendors onto one statement, payable to **just** one vendor which reduces the number of checks processed by Accounts Payable;
- Allows the CAL-Card administrator to monitor expenditures of all card holders through an online access program;
- Rewards the city with rebates for timely payments; reduces and/or eliminates late and finance charges currently being incurred by some vendors due to short payment terms.

Staff is recommending the issuance of a CAL-Card procurement card to the Buyer and Purchasing Technician positions

FISCAL IMPACT: None; the CAL-Card is a no cost program.

APPROVED: 
Blair King, City Manager

FUNDING AVAILABLE: Not applicable



Kirk Evans, Budget Manager

Prepared by: Susan Bjork, Management Analyst II

RESOLUTION NO. 2008-166

A RESOLUTION OF THE LODI CITY COUNCIL AUTHORIZING
THE CITY MANAGER TO ENTER INTO AGREEMENT WITH
THE STATE OF CALIFORNIA DEPARTMENT OF GENERAL
SERVICES FOR THE ISSUANCE OF A CAL-CARD TO THE
BUYER AND PURCHASING TECHNICIAN

WHEREAS, on December 21, 2005, the Lodi City Council ratified purchasing policies and procedures that allows for the use of CAL-Card procurement cards for low-cost expenditures that would be impractical to process through the purchase order system; and

WHEREAS, CAL-Cards may be used for single purchases of less than \$500; and

WHEREAS, staff recommends the issuance of CAL-Card procurement cards to the Buyer and Purchasing Technician.

NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council does hereby authorize the City Manager to enter into agreement with the State of California Department of General Services for the issuance of a CAL-Card to the Buyer the Purchasing Technician

Dated: August 20, 2008


I hereby certify that Resolution No. 2008-166 was passed and adopted by the City Council of the City of Lodi in a regular meeting held August 20, 2008, by the following vote:

AYES: COUNCIL MEMBERS – Hansen, Hitchcock, Johnson, Katzakian,
and Mayor Mounce

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None



RANDY J. OHL